

M e m o r a n d u m

Date: October 12, 2010

To: Office of the Commissioner
Attention: Commissioner J. A. Farrow

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Office of Inspector General

File No.: 010.11731.17044.010

Subject: FINAL 2010 COMMAND PERFORMANCE REVIEW OF THE
BARSTOW AREA

I am issuing this final performance review report of the Barstow Area pursuant to Government Code (GC) §13887, the California Highway Patrol (CHP) Audit Charter and CHP Audit Plan. The review focused on the operations of the command related to arrest reports, evidence and property, officer's monthly activity forms, manager and supervisor evaluations, ride-along program, special duty positions, unusual occurrence log, subpoenas and court attendance, daily field reports, secondary employment documentation for employees, inconsistent and incompatible activities statement documentation, and the maintenance of substance abuse kits.

The inspection findings for the Barstow Area are as follows:

1. Annual performance evaluations for two lieutenants and four sergeants for the year 2009 were not completed by the Area within 60 days following the end of the calendar year. Additionally, two annual performance evaluations for two sergeants for the year 2008 were not completed within 60 days following the end of the calendar year.
2. One final probationary evaluation for one lieutenant was not completed.
3. Two sergeants did not complete a CHP 112, Management Summary form for every calendar month in 2009 and 2010.
4. Four CHP 112 forms for one sergeant, two for 2009 and two for 2010, did not contain the sergeant's initials and/or signature.
5. Annual performance evaluations for two Public Safety Dispatch Supervisor I's, for calendar year 2009 were not completed within 60 days following their promotional anniversary date. Additionally, their prior annual evaluations were last completed in calendar year 2007.

Safety, Service, and Security

6. Seven out of 20, 35 percent, of the CHP 428 forms reviewed had a CLETS printout attached.
7. Two out of 20, 10 percent, of the CHP 428 forms reviewed did not indicate they were approved by the commander or a designee.
8. There was no documentation indicating 42 of the 63 officers, 67 percent, assigned to the Area had the required annual one hour supervisory ride-along in 2010.
9. Four out of five, 80 percent, of the CHP 295, Special Certificate Application forms were missing the Certificate Information, CHP Employee's signature, and/or the Applicant's signature.
10. The CHP 100E, Monthly Activity Report, School Pupil and Farm Labor Safety form for the month of March 2010 documented two certificates were issued, when in fact three were issued.
11. The CHP 100E form was not reviewed and signed by a supervisor each month.
12. Eight out of 20, 40 percent, of the CHP 415 forms reviewed did not correctly document verbal warnings, motorist services, and/or CHP 422 forms issued. The CHP 415 forms did not contain either the driver's license number of the violator and/or the section violated for verbal warnings, a vehicle license plate or last six of the VIN number for motorist services, or the license plate for a CHP 422 form issued.
13. Five out of 10, 50 percent, of the CHP 18 forms reviewed did not contain the correct revision date of September 2003.

The Barstow Area commander agreed with the findings, and has taken corrective action to improve command operations. The commander's response is attached and is incorporated into this final report.

In accordance with the *International Standards for the Professional Practice of Internal Auditing* and Government Code §13887 (a) (2), this report, the response, and any follow-up documentation is intended for the Office of the Commissioner; Assistant Commissioner, Field; Office of Inspector General; Office of Legal Affairs; and Inland Division. Please note this report restriction is not meant to limit distribution of the report, which is a matter of public record

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pursuant to GC §6250 et seq. In accordance with the Governor's Executive Order S-20-09 to increase government transparency this report will be posted on the CHP internet website, and on the Office of the Governor's webpage, located on the State Government website.

Inland Division has reviewed the response submitted by the Barstow Area and agreed with the Barstow Area commander. As a result, no further reporting is required and the matter is considered closed.

The Office of Inspector General would like to thank the management and staff of the Barstow Area for their cooperation during the inspection.

If you have any questions, or are in need of additional information, please contact me or Lieutenant Paul Schroeder at (951) 486-2829.



R. J. JONES, Captain
Interim Inspector General

Attachment

cc: Assistant Commissioner, Field
Barstow Area
Inland Division
Office of Legal Affairs
Office of Inspector General

Memorandum

Date: September 16, 2010

To: Office of the Assistant Commissioner, Field

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Inland Division

File No.: 801.10552.10734

Subject: RESPONSE TO 2010 PERFORMANCE REVIEW INSPECTION
REPORT – BARSTOW AREA

Attached is the response from the Barstow Area for the 2010 performance review inspection. The Barstow Area has adequately addressed all issues associated with the inspection and no further action is required.

Should you need any further information please contact the Inland Division Administrative Assistant, Lieutenant David Lane at (909) 806-2400.


J. P. TALBOTT, Chief

RECEIVED
SEP 27 2010

BY: jd 019

OFFICE OF THE
ASSISTANT COMMISSIONER, FIELD
APPROVED BY JACOBS/16604
DATE 9-24-10

Safety, Service, and Security

M e m o r a n d u m

Date: September 14, 2010

To: Inland Division

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Barstow Area

File No.: 835.11501.10320

Subject: RESPONSE TO 2010 PERFORMANCE REVIEW INSPECTION REPORT

On June 7 - 9, 2010, Sergeants B. Gonsalves, ID #17044, and J-P Hannum, ID #16163, from the Office of the Assistant Commissioner, Inspector General's Office, conducted a Performance Review of the Barstow Area. The findings requiring follow up have been corrected.

FINDINGS REQUIRING FOLLOW-UP

Findings #1, #2, and #5 - Agree. The Area uses an Excel spreadsheet to track annual performance evaluations due dates for Area officers. Area sergeants, lieutenants, and Public Safety Dispatcher Supervisors have been added to the Excel spreadsheet to ensure compliance with the required due dates.

Findings #3 and #4 - Agree. Sergeants are required to submit their monthly CHP 112, Management Summary, form along with their shift's monthly CHP 100, Officer Evaluation/Activity Summary, forms by the 5th of the following work month. The lieutenant responsible for the shift will ensure the sergeants CHP 112's are submitted monthly, on time, and contain the required initials and signature.

Findings #6 and #7 - Agree. The CLETS printouts attached to the CHP 428, Release and Waiver of Liability, form have been removed. The Area sergeants and Office Services Supervisor have received updated training to prevent further reoccurrence. The commander has informed Area supervisors that all CHP 428 forms require his signature or a lieutenant's signature for approval.

Finding #8 - Agree. For the first half of 2010, the Area experienced a shortage of supervisory personnel due to injuries and retirements with no back fill of the positions. The Area is currently fully staffed with supervisory personnel and will be in compliance with this directive by the end of the year. The Area has a tracking system in place to ensure sergeants conduct annual ride-alongs with officers. Area sergeants record officer ride-alongs on a tracking sheet posted in the sergeants' office and on an Area specific supervisory ride-along form which is attached to the officer's monthly CHP 100 form. The sergeants also record the ride-alongs on their monthly CHP 112 form.

Safety, Service, and Security

Finding #9 through #11 - Agree. The School Bus Officer/Coordinator (SBOC) responsible for the missing Certificate Information and signatures on the CHP 295, Special Certificate Application, forms has been replaced with a new SBOC. The current SBOC has received departmental training in HPM 82.4, School Pupil and Farm Labor Transportation Safety, and on-going mentoring from an adjoining Area's SBOC. The current SBOC has since corrected the missing information and obtained the necessary signatures on the CHP 295's. The Area lieutenant responsible for the SBOC will review and sign the monthly CHP 100E, Monthly Activity Report, School Pupil and Farm Labor Safety, form. A copy of the monthly CHP 100E will be retained by the SBOC.

Finding #12 - Agree. A CHP 160, Roll Call – Briefing Item, was prepared reminding the officers to properly document all verbal warnings, motor services, and CHP 422's as outlined in HPM 40.71, CHP User Manual. The Area sergeants were made aware of the deficiencies and have been ensuring the required information is documented when they review/approve the officers' CHP 415's.

Finding #13 - Agree. Area supervisors currently review officers' personnel files every year when their annual performance evaluations are due. Sergeants were reminded to ensure the correct revision dates of all departmental forms are current. Area reviewed all personnel files and updated all CHP 18's that did not have the correct revision date of September 2003.

If you have any questions or concerns, please feel free to contact me at (760) 255-8700.



M. L. MIELKE, Captain
Commander

OFFICE OF INSPECTOR GENERAL



2010 BARSTOW AREA PERFORMANCE REVIEW

**2010 BARSTOW AREA
PERFORMANCE REVIEW**

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Command: Barstow	Division: Inland	Chapter: Performance Review
Inspected by: Sergeant Gonsalves, Sergeant Hannum		Date: 06/07/10 – 06/09/10

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, and corrective action plans. A CHP 51 Memorandum may be used if additional space is required.

TYPE OF INSPECTION <input type="checkbox"/> Division Level <input type="checkbox"/> Command Level <input checked="" type="checkbox"/> Executive Office Level		Total hours expended on the inspection: 44 hours	<input type="checkbox"/> Corrective Action Plan Included <input type="checkbox"/> Attachments Included
Follow-up Required: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Forward to: Office of Inspector General Due Date:		
Performance Review:			

The Office of Inspector General (OIG) conducted a performance review of the Barstow Area. The review team arrived Monday, June 7, 2010, and completed their work Wednesday, June 9, 2010. The following inspectors worked the corresponding hours as indicated below:

Inspector	Number of Hours
Sergeant B. Gonsalves, #17044	22
Sergeant J-P Hannum, #16163	22
Total Hours	44

The review team used the methodology described at <http://home.chp.ca.gov/acinspgen/oi> and examined 13 separate topics. The time period utilized differed in relation to the topic examined. The following topics and dates are indicated below:

Topic Inspected	Dates Examined
1. Arrest Reports	11/01/2009 – 04/30/2010
2. Evidence/Property	02/05/2009 – 06/07/2010
3. Monthly Activity - Officer's Evaluation / Activity Summary, CHP 100	11/01/2009 – 04/30/2010
4. Evaluations – Supervisors and Managers	01/01/2007 – 06/07/2010
5. Ride-Along Program	01/01/2009 – 06/07/2010
6. Special Duty Positions	01/01/2002 – 06/07/2010
7. Rotation of Special Duty Positions	01/01/2002 – 06/07/2010
8. Unusual Occurrence Log	11/01/2009 – 04/30/2010
9. Subpoenas and Court Attendance	11/01/2009 – 04/30/2010
10. Daily Field Record, CHP 415	11/01/2009 – 04/30/2010
11. Notice to Engage in Secondary Employment, CHP 318	01/01/2009 – 06/07/2010
12. Receipt of Inconsistent and Incompatible Activities Statement, CHP 18	01/01/2007 – 06/07/2010
13. Substance Abuse Kits	Current

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FINDINGS REQUIRING FOLLOW-UP

1. Annual performance evaluations for two Lieutenants and four Sergeants for the year 2009 were not completed by the Area within 60 days following the end of the calendar year. Additionally, two annual performance evaluations for two Sergeants for the year 2008 were not completed within 60 days following the end of the calendar year.
2. One final probationary evaluation for one Lieutenant was not completed.
3. Two Sergeants did not complete a CHP 112, Management Summary form for every calendar month in 2009 and 2010.
4. Four CHP 112 forms for one Sergeant (two for 2009 and two for 2010), did not contain the Sergeant's initials and/or signature.
5. Annual performance evaluations for the two Public Safety Dispatch Supervisor I's for the year 2009 were not completed within 60 days following their promotional anniversary date. Additionally, their prior annual evaluations were last completed in the year 2007.
6. Seven out of 20 (35 percent), of the CHP 428 forms reviewed had a CLETS printout attached.
7. Two out of 20 (10 percent), of the CHP 428 forms reviewed did not indicate they were approved by the commander or a designee.
8. There was no documentation indicating 42 of the 63 officers (67 percent) assigned to the Area had the required annual one hour supervisory ride-along in 2010.
9. Four out of five (80 percent), of the CHP 295, Special Certificate Application forms were missing the Certificate Information, CHP Employees Signature, and/or the Applicant's Signature.
10. The CHP 100E, Monthly Activity Report, School Pupil and Farm Labor Safety form for the month of March 2010 documented two certificates were issued, when in fact three were issued.
11. The CHP 100E form was not reviewed and signed by a supervisor each month.
12. Eight out of 20 (40 percent), of the CHP 415 forms reviewed did not correctly document verbal warnings, motorist services, and/or CHP 422 forms issued. The CHP 415 forms did not contain either the driver license number of the violator and/or the section violated for verbal warnings, a vehicle license plate or last six of the VIN number for motorist services, or the license plate for a CHP 422 form issued.
13. Five out of 10 (50 percent), of the CHP 18 forms reviewed did not contain the correct revision date of September 2003.

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ARREST REPORTS

Objective:

- Review of the articulable facts of probable cause related to arrest reports for Penal Code sections 148(a)(1) and 647(f) arrests in order to ensure adherence to departmental policy and pertinent laws. Assess the application of associated departmental policy and compliance by Department employees.

Findings:

- None.

Observations:

- The Area had a total of 471 arrest reports for the review period of November 1, 2009, through April 30, 2010. Twelve arrest reports were for 148(a)(1) PC and twelve were for 647(f) PC. The combined 148(a)(1) PC and 647(f) PC arrest reports accounted for 5.1 percent of all arrests. Ten reports for 148(a)(1) PC and ten reports for 647(f) were reviewed.
- All ten of the 148(a)(1) PC reports reviewed articulated sufficient probable cause to justify the arrest.
- Two out of 10 (20 percent), of the 647(f) PC reports did not articulate sufficient probable cause to justify the arrest. Specifically, the narratives did not articulate the person arrested was a danger to themselves or others due to their state of intoxication.
- Seven out of 10 (70 percent), of the reports reviewed for 148(a)(1) PC have been filed for at least one of the offenses requested by the Area for that case. Of the seven filed, one pled to a lesser charge of 23152 VC and another case went to warrant status. The other five are still pending an outcome. In regards to the other three reports, one case is still pending to be filed and two cases were not filed by the local District Attorney.
- Nine out of 10 (90 percent), of the reports reviewed for 647(f) PC have been filed for the offense requested by the Area for that case. Of the nine filed, five went to warrant status, two are still pending an outcome, and two were found guilty. The other report was not filed, due to the suspect being unknown.

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EVIDENCE / PROPERTY

Objective:

- Review and sample evidence/property focusing on drugs, guns, and money entering the evidence system from the time of the last Evidence Inspection conducted by the Office of Inspector General to the time of this review to verify the command is in compliance with applicable departmental policy and to ensure the continued integrity of the evidence/property system.

Findings:

- None.

Observations:

- The sign-in sheets for the evidence room were reviewed and they are being utilized according to current policy. Additionally, the sign-in sheet indicated the commander had been in the evidence room recently to proactively check the evidence system.

MONTHLY ACTIVITY – OFFICER’S EVALUATION / ACTIVITY SUMMARY, CHP 100

Objective:

- Review the CHP 100, Monthly Activity forms to verify processing at all levels is being completed timely and in accordance with applicable policy and Standard Operating Procedures (SOP) for performance comments/ratings.

Findings:

- None.

Observations:

- Four out of 20 (20 percent), of the CHP 100 forms reviewed contained initials by a supervisor indicating a 15 day review had been completed.
- A hard copy of the officer's CHP 100 forms are kept in a file drawer in the Sergeant's office. The drawer was not locked, however the door to the Sergeant's office is kept locked whenever a sergeant is not present in the office.
- The Area does have SOP for timely completion of CHP 100 forms.

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EVALUATIONS – SUPERVISORS AND MANAGERS

Objective:

- Review supervisor's and manager's evaluations for timeliness and to ensure they are being completed as directed by applicable policy.

Findings:

- Annual performance evaluations for two Lieutenants and four Sergeants for the year 2009 were not completed by the Area within 60 days following the end of the calendar year. Additionally, two annual performance evaluations for two Sergeants for the year 2008 were not completed within 60 days following the end of the calendar year.
- One final probationary evaluation for one Lieutenant was never completed in 2008.
- Two Sergeants did not complete a CHP 112, Management Summary form for every calendar month in 2009 and 2010.
- Four CHP 112 forms for one Sergeant (two for 2009 and two for 2010), did not contain the Sergeant's initials and/or signature.
- Annual performance evaluations for the two Public Safety Dispatch Supervisor I's for the year 2009 were not completed within 60 days following their promotional anniversary date. Additionally, their prior annual evaluations were last completed in the year 2007.

Observations:

- The Area does have SOP for timely completion of CHP 112 forms.
- The Office Services Supervisor I is currently on probation and the probationary reports are current.
- All Area personnel files are kept in the same locked file drawer. Supervisors and above have access to this drawer which allows them to access their own personnel files.

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RIDE-ALONG PROGRAM

Objective:

- Review and evaluate the application of departmental policy including local SOP for civilian ride-alongs. Verify the use of the CHP 428, Release and Waiver of Liability form to ensure accuracy and consistency in support of the effort to increase safety and reduce liability. Review pertinent documents and systems to verify that supervisors are conducting quarterly ride-alongs with officers.

Findings:

- Seven out of 20 (35 percent), of the CHP 428 forms reviewed had a CLETS printout attached.
- Two out of 20 (10 percent), of the CHP 428 forms reviewed did not indicate they were approved by the commander or a designee.
- There was no documentation indicating 42 of the 63 officers (67 percent) assigned to the Area had the required annual one hour supervisory ride-along in 2010.

Observations:

- The Area does have SOP (which was recently revised) stating the purpose of a ride-along shall be written on the CHP 428 form.
- The Area does have SOP requiring a minimum of one supervisor/officer ride-along annually. Additionally, a log is posted in the Sergeant's office to track each officer's ride-along by a supervisor and a specific form is utilized to document the ride-along.

SPECIAL DUTY POSITIONS

Objective:

- Review functions of the VIN Officer, School Bus Officer/Coordinator (SBOC), and Tow Officer. Verify these positions are administered effectively in accordance with departmental policy, "best practices," and SOP to verify departmental value along with system integrity.

Findings:

- Four out of five (80 percent), CHP 295, Special Certificate Application forms were missing the Certificate Information, CHP Employee's Signature, and/or the Applicant's Signature.

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- The CHP 100E, Monthly Activity Report, School Pupil and Farm Labor Safety form for the month of March 2010 documented two certificates were issued, when in fact three were issued.
- The CHP 100E form was not reviewed and signed by a supervisor each month.

Observations:

- The Area utilizes the CHP 97A, Monthly Inventory Control Replacement form when requesting VIN labels or rivets from Field Support Section.
- The Area does not have SOP outlining the procedures for voiding VIN labels.
- The Area does not have SOP describing the duties for the SBOC.
- The Area SBOC was recently replaced due to a lack of thoroughness and completion of required work. This occurred prior to the scheduled Performance Review.
- The Area Commander and Tow Officer both attended the last annual open enrollment meeting with the Area's tow companies on March 31, 2010.
- The same employee performs the duties of Court Officer and Evidence Officer. Departmental policy indicates these special duty functions should not be performed by the same employee, as this would create a conflict of interest.

ROTATION OF SPECIAL DUTY POSITION

Objective:

- Review selection criteria, staffing levels, assignments, and rotation to evaluate the tenure of the current position holders and adequacy of SOP to address the duration and distribution of these positions.

Findings:

- None.

Observations:

- The Area does not have SOP establishing a minimum/maximum time officers can remain in special duty positions.

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- The special duty positions have been occupied by the current officers for the following time periods:
 - The current SBOC has been in the position for less than one month.
 - The current VIN officer has been in the position for two and one-half years.
 - The current tow officer has been in the position for two and one-half years.
 - The current accident investigation review officer has been in the position for 10 months.
 - The current court officer has been in the position for eight and one-half years.
 - The current evidence officer has been in the position for eight and one-half years.
 - The current front desk officer has been in the position for four months.
 - The current public information officer has been in the position for five months.
 - The current training officer has been in the position for two months.

UNUSUAL OCCURRENCE LOG

Objective:

- Review 20, twenty-four hour periods during the review period and evaluate for accuracy, timeliness, and consistency in accordance with SOP, "best practices," and departmental policy.

Findings:

- None.

Observations:

- The Area documents high profile/threshold incidents, daily briefings, and employees requesting sick leave in the unusual occurrence log. The log is maintained within a Microsoft Access database and can only be accessed by sergeants or managers.
- The Area does have SOP requiring supervisors to regularly review the information documented in the unusual occurrence log.

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SUBPOENAS AND COURT ATTENDANCE

Objective:

- Review 20 total subpoenas and evaluate local procedures to verify compliance with laws and departmental policy to determine the effectiveness of the system and court attendance of departmental employees.

Findings:

- None.

Observations:

- Although Area supervisors routinely attend court to observe officer's court attendance, proper attire, testimony, and demeanor, the Area does not have a mechanism in-place to track missed court appearances by Area personnel. The court does not notify the Area of missed appearances by officers. The Area recently submitted a request to the court to track this information and provide notification to the Area when officers fail to attend court. Area is currently awaiting a response from the court.
- One out of 20 (5 percent), of the subpoenas reviewed did not have a corresponding CHP 415 form documenting the officer attended court.
- Eighteen out of 19 (95 percent), of the CHP 415 forms located and reviewed contained the appropriate information in the notes section documenting the defendant's name, charge, and final disposition.

DAILY FIELD RECORD, CHP 415

Objective:

- Review and evaluate 20 calls for service, traffic collision investigations, and other related incidents in the previous six months to verify the accuracy, thoroughness, and effectiveness of the documentation process by departmental employees. Determine the timeliness in which traffic collisions are completed and available to members of the public.

Findings:

- Eight out of 20 (40 percent), of the CHP 415 forms reviewed did not correctly document verbal warnings, motorist services, and/or CHP 422 forms issued. The CHP 415 forms did not contain either the driver license number of the violator and/or the section violated for verbal warnings, a vehicle license plate or last six of the VIN number for motorist services, or the license plate for a CHP 422 form issued.

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Observations:

- Nineteen out of 20 (95 percent), of the CHP 415 forms reviewed documented the officer responded to a traffic collision.
- A traffic collision report was taken, documented properly, and reconciled with entries located in the AIS for all 19 of the traffic collision responses reviewed.
- One traffic collision response was documented as a motorist service.
- The Area completed 70 out of 73 traffic collisions during the review period, (97.34 percent), within eight days.

NOTICE TO ENGAGE IN SECONDARY EMPLOYMENT, CHP 318

Objective:

- Review forms in conjunction with the associated logs and selected personnel files focusing on accuracy, timeliness, and compliance with applicable policy to reduce departmental liability resulting from potential conflicts of interest.

Findings:

- None.

Observations:

- The Area has four employees with active secondary employment documentation on file. Three of the four CHP 318 forms were recently forwarded to Inland Division for signature/approval. The other CHP 318 form is complete and in compliance with policy.

RECEIPT OF INCONSISTENT AND INCOMPATIBLE ACTIVITIES STATEMENT, CHP 18

Objective:

- Review completion of forms and verify the form revision date to ensure compliance with departmental policy.

Findings:

- Five out of 10 (50 percent), of the CHP 18 forms reviewed did not contain the correct revision date of September 2003.

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Observations:

- None.

SUBSTANCE ABUSE KITS

Objective:

- Review the substance abuse kits and determine the availability, expiration date, and security of the kits as required by departmental policy.

Findings:

- None.

Observations:

- The two Kroll Substance Abuse Kits were inspected and found to be in good condition, containing the applicable items, and maintained in a secure area accessible to all supervisors and managers.

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Sergeant Gonsalves, Sergeant Hannum	06/07/10 – 06/09/10	

Commander's Response: ☒ Concur or ☐ Do not concur (Do not concur shall document basis for response)

Please provide response in the form of a CHP 51, Memorandum.

Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged, etc)

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Required Action:
Corrective Action Plan/Timeline

Please provide response in the form of a CHP 51, Memorandum.

<input type="checkbox"/> Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8, for appeal procedures.)	Commander's Signature: 	Date: 9/15/10
	Inspector's Signature: 	Date: 7/16/10
<input type="checkbox"/> Reviewer discussed this report with the employee. <input type="checkbox"/> Concur <input type="checkbox"/> Do not concur	Reviewer's Signature: 	Date: 9-15-10


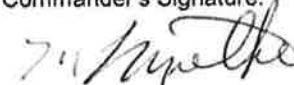
Section

B

STATE OF CALIFORNIA
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COMMAND INSPECTION PROGRAM
COMMAND PERFORMANCE REVIEW CHECKLIST

Command: Barstow	Division: Inland	Number: Performance Review
Evaluated by: Sergeant Gonsalves		Date: 06/07/10
Assisted by: Sergeant Hannum		Date: 06/07/10

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any discrepancies with policy, applicable legal statutes, or deficiencies noted in the review shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the Exceptions Document shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

Type of Inspection: <input checked="" type="checkbox"/> Executive Office Level		Lead Inspector's Signature: 	
Follow-up Required: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Follow-up Inspection	Commander's Signature: 	Date: 9/15/10
<p>Note: A "Yes" response indicates full compliance with policy. If a "No" or "N/A" box is checked the "Remarks" section shall be utilized for explanation.</p> <p>Questions 1 through 11 pertain to the review of Arrest Reports.</p> <p>Consider the following when reviewing arrest reports:</p> <p>"Probable cause to arrest is a set of facts that would cause an officer or citizen of similar training and experience of the arresting officer or citizen to form an honest and strong belief that the individual has committed a crime, based on the totality of the circumstances."</p> <p>"Reasonable suspicion is a set of specific and articulable facts that leads an officer to reasonably believe that a crime is occurring, is about to occur, or has occurred, and that the person detained is connected to that activity which is criminal in nature. A detention is an exertion of authority that is something less than a full arrest, but more substantial than a simple contact or consensual encounter."</p> <p>Reference: HPM 81.5, Drugs Program Manual, Chapter 1 G.O. 100.91, Search and Seizure Policy</p>			
1. For the determined time period, how many 148(a)(1) PC arrests did Area personnel make?	12		Remarks:
2. Identify the individual who has made the most arrests for 148(a)(1) PC. Of the reports reviewed, determine the total arrests (and the percentage) this employee is responsible for.	3 of 12	25%	Remarks: Officer ID is in the 18000 series.
3. For the determined time period, how many 647(f) PC arrests did Area personnel make?	12		Remarks:
4. Identify the individual who has made the most arrests for 647(f) PC. Of the reports reviewed, determine the total arrests (and the percentage) this employee is responsible for.	3 of 12	25%	Remarks: Officer ID is in the 18000 series.
5. For the determined time period, what percentage of the total number of arrests were for 148(a)(1) PC and 647(f) PC?	5%		Remarks:

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6. Are supervisors signing page one of the reports, verifying they are reviewing the reports for content, compliance with policy, and accuracy prior to filing the report with the court or district attorney?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:																
7. After examining the chronology of events in the arrest report narrative, were the rights of the arrestee honored by not being asked incriminating questions prior to being Mirandized or being asked questions related to the crime after they invoked their Miranda rights?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:																
8. Does the arrest report articulate the officer's seizure of any property/evidence?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:																
9. Does the arrest report articulate a legal basis to seize items taken?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:																
10. Of the reports selected for review, how many resulted in a conviction?	2			Remarks:																
11. For each arrest report inspected and related to the charge(s) of 148(a)(1) PC or 647(f) PC, are the conclusions of the arresting officer supported by articulated facts to support the arrest?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: Two of the 10 reports reviewed for 647(f) PC did not articulate sufficient facts to support the arrest.																
<table border="0"> <tr> <th>Conclusions</th> <th>Facts</th> </tr> <tr> <td>Assaultive</td> <td>Specific verbal threats or statements, furtive movements, boxer's or fighting stance, rapidly closed distance, clinched fists, lunged or grabbed at officer, scanning the area.</td> </tr> <tr> <td>Non-Compliant</td> <td>Specific statements such as "I'm not going to jail", ignored commands, acted contrary to commands, walked away, illogical responses.</td> </tr> <tr> <td>Resistant</td> <td>Pulled away, folded arms, became rigid, attempted to hide, unresponsive to physical force.</td> </tr> <tr> <td>Matched description</td> <td>Height, weight, clothing, gender, race, hair color, vehicle description, direction of travel.</td> </tr> <tr> <td>Officer Safety</td> <td>Weapons, physical size, putting hands in pockets, characteristics of being armed, proximity to weapons, time of day.</td> </tr> <tr> <td>Area</td> <td>Number and type of arrests, personal observations, citizen's complaints, statistics.</td> </tr> <tr> <td>Suspicious activity</td> <td>Unusual appearance for area (heavy coat in summer), unprovoked fight, looking in vehicles.</td> </tr> </table>	Conclusions	Facts	Assaultive	Specific verbal threats or statements, furtive movements, boxer's or fighting stance, rapidly closed distance, clinched fists, lunged or grabbed at officer, scanning the area.	Non-Compliant	Specific statements such as "I'm not going to jail", ignored commands, acted contrary to commands, walked away, illogical responses.	Resistant	Pulled away, folded arms, became rigid, attempted to hide, unresponsive to physical force.	Matched description	Height, weight, clothing, gender, race, hair color, vehicle description, direction of travel.	Officer Safety	Weapons, physical size, putting hands in pockets, characteristics of being armed, proximity to weapons, time of day.	Area	Number and type of arrests, personal observations, citizen's complaints, statistics.	Suspicious activity	Unusual appearance for area (heavy coat in summer), unprovoked fight, looking in vehicles.				
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Questions 12 through 20 pertain to the Evidence/Property System review				
12. Is the "Chain of Possession" section of the CHP 36, Evidence/Property Receipt/Report, completed for all movements of the evidence/property?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
13. Are the net and gross weights of controlled substances or suspected controlled substances recorded on the CHP 36 and CHP 36B, Evidence/Property Log, and in the Area Information System (AIS)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
14. Do the CHP 36 forms contain an officer-in-charge or supervisor's signature, date, or initials, indicating the document and/or the evidence had been reviewed for compliance?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
15. Does the evidence supervisor conduct quarterly inspections and annual inventories of the evidence/property system, placing an emphasis on guns, drugs, and money, while following the procedures outlined in HPM 70.1, Evidence Manual?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
16. Were all items associated with the evidence numbers selected for inspection located?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
17. Are items consisting of guns, drugs, and/or money being routinely purged as set forth in HPM 70.1, Evidence Manual?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
18. Does the commander ensure evidence/property is not left in temporary lockers more than one day, excluding weekends and holidays?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
19. Is there documentation to support management's proactive involvement with their Area's evidence/property system?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
20. If necessary, has the commander taken proactive steps to meet with the district attorney(s) to coordinate and improve the purging process of evidence items?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
Questions 21 through 30 pertain to Personnel's Monthly Activity review				
21. Is the CHP 100 form, Officer's Evaluation/Activity Summary being utilized by all officers regardless of assignment?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
22. Are officers completing a CHP 100 form for each calendar month of the year?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
23. During the period being recorded on the CHP 100 form, is the form accessible to both the officer and supervisor(s)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
24. Are 15 day reviews being conducted by supervisors on the CHP 100 forms?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: Four of the 20 forms indicated 15 day reviews.
25. During the end of the month review, are all applicable critical task ratings being completed by the supervisor(s)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
26. Are critical task ratings of "Excellent" or "Needs Improvement" supported with comments by the supervisor documented on the CHP 100 form?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:

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27. Does the command's Standard Operating Procedures (SOP) outline procedures for the timely completion of CHP 100 forms?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: Forms are due by the 5 th of the month.
28. Are all signature blocks on the CHP 100 form completed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
29. Are completed CHP 100 forms for the current year for individual officers maintained in separate files by the supervisors?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
30. Are the CHP 100 forms secured in a locked file after the review process?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: The file is capable of being locked. See exceptions document.
Questions 31 through 45 pertain to Evaluations review				
31. Does the command's SOP outline procedures for the timely completion of CHP 112, Management Summary forms?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: Forms are due by the 5 th of the month and back to the supervisor by the 10 th .
32. Are sergeants completing a CHP 112 form every calendar month?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: Two sergeants did not complete a CHP 112 form for every calendar month in 2009 and 2010.
33. Are raters reviewing the CHP 112 on a regular basis and providing monthly ratings on all appropriate critical tasks at the end of each calendar month?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
34. Are reviewers examining and initialing the completed CHP 112 at the end of each calendar month (and at any other time deemed appropriate)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
35. During the period when comments are being recorded on the CHP 112, is the form maintained in a location available to both the sergeant and his/her immediate supervisor and inaccessible to non-supervisory personnel?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
36. Is the CHP 118S, Performance Appraisal – Sergeant, being completed, signed, and processed within 60 days following the end of each calendar year?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: Four CHP 118S forms in 2009 and two CHP 118S forms in 2008.
37. Are probationary sergeants receiving performance appraisals at the end of four, eight, and 12 months?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: No sergeants are on probation.
38. Is the CHP 118MM, Performance Appraisal – Middle Manager, being completed, signed, and processed within 60 days following the end of each calendar year?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: Both lieutenant CHP 118MMs for 2009 were completed in May 2010.
39. Are probationary managers receiving written performance appraisals at the end of four, eight, and 12 months?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: One lieutenant did not have a final probation appraisal for 2008.
40. Is the CHP 118N, Performance Appraisal – Motor Carrier Specialist II, being completed, signed, and processed within 30 days following their promotional anniversary date?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: A Motor Carrier Specialist II is not assigned to the Area.

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41. Is the CHP 118P, Performance Appraisal – Motor Carrier Specialist III, being completed, signed, and processed within 60 days following their promotional anniversary date?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: A Motor Carrier Specialist III is not assigned to the Area.
42. Is the CHP 118PSDS1, Performance Appraisal – Public Safety Dispatch Supervisor I, being completed, signed, and processed within 60 days following their promotional anniversary date?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: Both Public Safety Dispatch Supervisor I's appraisals were completed in June 2010 for the period of March 2007 through March 2010.
43. Is the CHP 120, Individual Development Plan for Future Job Performance of Permanent Employee, completed within 30 days following the employee's anniversary date of appointment in the current job classification?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: The Office Services Supervisor I is currently on probation.
44. Is the STD 636, Report of Performance for Probationary Employee, completed every two months, four months, and six months for employees serving six-month probationary periods?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
45. Is the STD 636 completed every four months, eight months, and 12 months for employees serving 12-month probationary periods?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: There are no employees serving a 12-month probationary period.
Questions 46 through 54 pertain to the Area's Ride-Along Program review				
46. Has the command developed SOP to ensure ride-alongs within their Area are in accordance with GO 100.42, Ride-Alongs and HPM 70.16, Recruitment Program Manual, Chapter 13?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
47. Is a CHP 428, Release and Waiver of Liability, form being completed for all non-CHP employee ride-along participants prior to the ride-along?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
48. Do the command's CHP 428 forms explain the purpose of the ride-along(s)?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: But the most recent revision to the Area SOP now requires it, effective June 8, 2010.
49. Are the CHP 428 forms being retained for one year?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
50. Is the California Law Enforcement Telecommunications System (CLETS) being used to obtain record checks on individuals who wish to ride-along with an officer?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
51. Are all ride-along requests being forwarded and reviewed by the Area commander or his/her designee prior to the ride-along taking place?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: Two of the 20, CHP 428 forms were not approved.
52. Does the Area have an SOP for quarterly supervisor ride-alongs with officers?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: The SOP requires a minimum of one ride-along annually.
53. Are shift supervisors participating in at least a one hour ride-along per year with officers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
54. Does the Area have an established system in place for recording supervisor ride-alongs?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
Questions 55 through 83 pertain to Special Duty positions review				
55. Does the Area have a SOP for the duties related to the VIN (Vehicle Identification Number) officer?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:

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56. Does the Area's SOP contain procedures for voiding VIN labels?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: No procedure outlined in SOP.
57. Does the Area comply with departmental policy for voiding VIN labels?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
58. Does the Area retain copies of the memorandums documenting VIN labels being voided? How long are the memorandums being retained?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: Indefinitely.
59. Are replacement VIN plates requisitioned from Field Support Section (FSS) using a CHP 41, Supply Requisition form or a CHP 97A, Monthly Inventory Control Replacement VIN plates (Blank Un-Numbered) form?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
60. Is the Commander or designee signing the CHP 41 form?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: Area uses the CHP 97A form.
61. Did the VIN Officer complete the CHP 97, Monthly Inventory Control Replacement VIN plates, Pre-numbered form, and the CHP 97A, at the end of each month and ensure the Commander signs both?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
62. Did the VIN officer complete either a DMV Reg. 124, Application for Assigned Vehicles Identification Number Plate, or DMV Reg. 256, Statement of Facts, for every VIN plate issued by the command, and attach these documents to the CHP 97B, VIN Paperwork Reproduction Master form?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
63. Are the replacement VIN labels (both numbered and un-numbered) kept in a locked location?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
64. Are the non-issued Blank un-numbered and pre-numbered VIN plates on hand at the Area accounted for?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
65. Does the Area's backup VIN officer have keys to the locked drawer/cabinet where the VIN labels are kept?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: The primary VIN officer has the only key.
66. Does the Area have a SOP for the School Bus Officer/Coordinator (SBOC)?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: The SOP does not address the SBOC.
67. Has the SBOC attended the required annual training hosted by Division?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
68. Does the Area have trained backup personnel for the SBOC position?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
69. Are CHP 295H, Driver Certificate Log(s), being maintained for the current year plus three years?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:

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70. Does the CHP 295H form contain the required information as indicated below?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: The Certificate Information section was not completed, which includes the DL-45 issue date.
• California Special Driver Certificate	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
• DL-45 number	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	
• The DL-45 issue date	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
• The applicant's name or drivers license number	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
• The type of certificate (e.g., original-SB, renewal-FL, or duplicate-SP)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
• The total fees collected	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
• The initials of persons transferring the fees collected	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
• Any other notations?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
71. Is the SBOC completing a CHP 295E, Applicant Reference form for each applicant file?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
72. Are the CHP special certificates and tests stored in a locked cabinet that has restricted access?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
73. Other than the SBOC, who has access to the certificates?				Remarks: Nobody.
74. In the event an applicant fails a test, are there procedures in place to ensure the applicant receives a different test upon re-examination? (Explain what these procedures are in the "Remarks" section)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
75. Is a CHP 100E, Monthly Activity Report, School Pupil and Farm Labor Safety, completed each month by the SBOC?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
76. Is a supervisor reviewing the CHP 100E form each month?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: It is e-mailed to Division each month but not reviewed by a supervisor.
77. Does the Area have SOP for the Tow Officer?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
78. Does each tow company have its own file containing a valid Tow Services Agreement (TSA) signed by the commander?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
79. Has the Area conducted, at a minimum, one annual open enrollment meeting with the tow companies to discuss any issues with the forthcoming TSA?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
80. Does the Area maintain a tow complaint file?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
81. Does the Area retain the records for any disciplinary action taken against a tow company?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:

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82. Does the Area conduct an annual inspection of each tow company's primary and secondary storage facility?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
83. Is the primary storage facility address for each tow company the same as the business address on the CHP 234 form? If not, is the business address listed as a secondary storage facility on the CHP 234 form?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
Questions 84 through 92 pertain to the Rotation of Special Duty positions review				
84. Does the Area have SOP establishing a minimum/maximum time an officer can remain in a special duty position?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: The SOP does not specify a minimum or maximum time period.
85. Are special duty personnel being rotated according to the established SOP guidelines?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: The SOP does not specify a rotation.
86. Has the SBOC been in his/her respective position for more than the allowable time period?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks:
87. Has the VIN Officer been in his/her respective position for more than the allowable time period?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks:
88. Has the Tow Officer been in his/her respective position for more than the allowable time period?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks:
89. Has the AI Officer(s) been in his/her respective position for more than the allowable time period?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks:
90. Has the Court Officer(s) been in his/her respective position for more than the allowable time period?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks:
91. Has the Evidence Officer been in his/her respective position for more than the allowable time period?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks:
92. Has the Front Desk Officer been in his/her respective position for more than the allowable time period?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks:
Questions 93 through 98 pertain to the Unusual Occurrence Log review				
93. Has the command developed SOP to ensure Area personnel follow notification policies and procedures as contained in GO 100.80, Report of Unusual Occurrence?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
94. Has the command established an Area specific unusual occurrence log to document high profile/threshold, reportable incidents?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
95. Does the unusual occurrence log document supervisor(s) and manager(s) presence at high profile or threshold events?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
96. Are employees making entries in the unusual occurrence log as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
97. Does the Area SOP outline procedures requiring supervisors to regularly review and evaluate the information documented in the unusual occurrence log?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
98. Are controls in place to restrict access to the unusual occurrence log?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:

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Questions 99 through 105 pertain to Subpoenas and Court Attendance review				
99. Does the immediate supervisor or designee serve copies of subpoenas to employees?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
100. Does the Area have a process to ensure proper service of subpoenas?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
101. Does the command's SOP outline the following:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: SOP does not address court appearance.
• Service of the subpoenas?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
• Clerical filing of served subpoenas?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
• Court appearance?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	
• Court attendance?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
• Disposition requirement of court case on CHP 415, Daily Field Record?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
102. Do supervisors routinely attend court proceedings to observe court attendance, proper attire, testimony, and demeanor of Area officers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: A supervisor attends court at least once per month and documents the observations on a memorandum.
103. Does the Area have a system in place to monitor court attendance/testimony by employees?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: No system in place to monitor court attendance.
104. Do CHP 415 forms contain the final disposition of cases in the notes section?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: But 19 of the 20, CHP 415 forms did contain the final disposition.
105. Does the Area have a system in place to track the final disposition of cases filed by the Area and is follow-up conducted on missed court appearances?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: No system has been established.
Questions 106 through 109 pertain to the CHP 415, Daily Field Record review				
106. Have reports been entered into AIS, Area Information System, for all activity listed in the "Primary Activity Code" section of the CHP 415 requiring a report? A list of these activities are listed below:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
• 202, DUI Arrest	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
• 216F, Felony Arrest-Non-DUI	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
• 216M, Other In Custody Arrest-(Misdemeanor, Non-DUI)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
• VTROLL, Rolling Stolen Vehicle	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
• 555I, Accident Investigation	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
• 555R, Accident Report	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
107. Are 90% of collision investigations/reports available to the public within eight working days of the incident's occurrence?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: 97.34%.

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108. Is the "Notes" section of the CHP 415 used to explain any overtime listed on the left side of the CHP 415, including who pre-approved it?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
109. Is the required information being included in the "Comments" section of the CHP 415, as listed below?				
<ul style="list-style-type: none"> <u>Verbal Warning (Verbal)</u>. The section violated, and driver's license number shall also be recorded. If no driver's license is available, obtain the individual's name and date of birth. If neither of the above is available, obtain the vehicle identification number or license plate number. 	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: Eight of the 20, CHP 415 forms reviewed did not correctly document verbal warnings, motorist services, and CHP 422 forms.
<ul style="list-style-type: none"> <u>Motorist Service (MS)</u>. The vehicle license number shall also be recorded. If no vehicle information is available, the vehicle identification number or the last six digits of the vessel number shall be recorded. 	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	
<ul style="list-style-type: none"> <u>Aid to Disabled Motorists (ADV)</u>. The vehicle license number shall be recorded. 	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
<ul style="list-style-type: none"> <u>CHP 422 (422)</u>. The vehicle license number shall be recorded. 	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	
Questions 110 through 121 pertain to the Secondary Employment review				
110. Does the Area have a CHP 318, Notice of Intent to Engage in Secondary Employment log?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
111. Total number of CHP 318 forms on file according to the log	4			Remarks:
112. Does each log entry contain the employee's name?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
113. Does each log entry contain the employee's rank or title?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
114. Does each log entry contain the employee's ID number?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
115. Does each log entry contain the name of the employee's secondary employer?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
116. Does each log entry contain a description of the secondary employment?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
117. Does each log entry contain an emergency contact telephone number for the employee?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
118. Does the CHP 318 form contain the employee's signature and date?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
119. Is the CHP 318 form current as of the last annual evaluation?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
120. Does the CHP 318 form contain the Commander's signature and date?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
121. Does the CHP 318 form contain the Division Commander's signature and date?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: Three of the four, CHP 318 forms were recently forwarded to Inland Division for signature/approval.

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Questions 122 through 124 pertain to CHP 18 form review				
122. Do the CHP 18, Receipt of Inconsistent and Incompatible Activities Statement forms contain the most recent and applicable revision date?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: Five of the 10, CHP 18 forms reviewed did not.
123. Is the CHP 18 form current as of the last annual evaluation?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
124. Does the CHP 18 form contain the signature, date, and ID number of both the employee and a witness?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
Questions 125 through 128 pertain to Substance Abuse Kit review				
125. Does the Area have two Kroll Substance Abuse Kits available and on-hand?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
126. Does the Kroll Substance Abuse Kit contain the following items: container, waybill receipt, custody and control form, specimen bag, and substance testing action checklist?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
127. Does the substance abuse kits' packaging appear to be sealed and in good condition?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
128. Are both kits are kept in a secure location and available to all supervisors and managers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: